Colorado Division of Emergency Management
Preparedness Prevention Response Recovery

DIVISION OF EMERGENCY MANAGEMENT, HOMELAND SECURITY
Financial Report- Quarterly and Final

SUBGRANTEE:	GRANT NUMBER:
PROJECT TITLE	PROJECT DURATION FROM: TO:
PREPARED BY: PHONE: EMAIIL:	WHICH CALENDAR QUARTER OF YEAR _____ DOES THIS REPORT COVER? _____ JAN 1 – MAR 31 _____ APR 1 – JUNE 30
TYPE OF REPORT: 1.Quarterly_____ 2.Final Report_____ .	_____JULY 1 – SEPT 30 _____ OCT 1 – DEC 31

Budget Category	Fund Source		Approved Budget	A Expenditures Beg. of quarter- (previous report)	B Expenditures This Quarter	C Total Expenditures to Date (A + B)	D Balance
Planning	Award	1					
	Salary	2					
	Supplies	3					
	Travel	4					
	Total	5					
Training	Award	6					
	Salary	7					
	Supplies	8					
	Travel	9					
	Total	10					
Exercise	Award	11					
	Salary	12					
	Supplies	13					
	Travel	14					
	Total	15					
Equipment	Award	16					
	Equipment	17					
	Total	18					
Management and Administration	Award	19					
	M&A	20	n				
	Total	21					
TOTALS	Award	22					
	Cash Match	23					
	In-kind Match	24					
	TOTAL $	25					

_____   _____
Financial Officer's Signature / Date   Project Director's Signature / Date

SUBMIT TWO SIGNED FORMS, ONE WITH ORIGINAL SIGNATURES, TO DOEM/HS NO LATER THAN 30 DAYS AFTER THE END OF EACH CALENDAR QUARTER; AND THE FINAL REPORT NO LATER THAN 45 DAYS AFTER THE END OF THE GRANT PERIOD.

DETAILED INSTRUCTIONS FOR COMPLETING CDEM Financial Report

Heading

***Subgrantee:** This is the agency to which the federal grant award was made.

***Grant Number:** This is the grant number assigned to the project by CDEM. It can be found on the Grant Award Letter.

***Project Title:** This is the name of the project, which is identified on the Grant Award Letter.

***Duration:** This is the period of the grant award. It can be found on the Grant Award Letter, and is changed only if the project requests and receives approval for a grant extension.

Prepared By: This is the person who actually prepared the report.

Date: This is the date this form is completed.

Phone: This is the phone number of the person who actually prepared the report. Please include the area code.

Type of Report: Check whether this is a quarterly progress report, and indicate which quarter number, or the final report at the end of the project. In those cases where the last quarterly report is combined with the final report, check both Quarterly Progress and Final. The Final Financial Report may be combined with the last Quarterly Financial Report only if 1) the awarded funds and any required match have been fully expended; 2) there are no unpaid obligations remaining; and 3) the report is submitted no later than 30 days after the end of the grant award period.

Calendar Quarter Which This Report Covers: Fill in the year and the quarter you are reporting on.

Expenditures: Federal/State Award, Cash Match, and In-Kind Match:

Report all expenditures approved to be charged to this grant, broken down by category and source - federal/state award, cash, and in-kind match. If the project does not have a cash or in-kind match required, report only federal/state award expenditures.

In each column, carry the sum of all Fund Source rows to the Budget Category Total Row. For example, in Personnel, put the sum of rows 1, 2 and 3 (in each column) in row 4. In TOTALS under Budget Category, enter the sum of the Fund Source amounts from the rows above in each column. For example, Award (Row #24) would be the sum of rows 1, 5, 9, 13, 17 and 21. To double-check your figures, Row 27, TOTAL $ should be equal to the sum of rows 24, 25 and 26; and to the sum of rows 4, 8, 12, 16, 20 and 23.

***Approved Budget:** List the approved budget (federal/state award, cash match, in-kind match, and total dollars) in each budget category. If you have no approved budget in one or more budget categories, leave those lines blank.

Expenditures Beginning of Quarter (column labeled A): If this is the first fiscal report of the grant award, this entire column should be zeros. No expenditures are allowed before the beginning of the grant award period.

If this is a subsequent fiscal report, these figures should be the same as the column labeled C on the previous quarter's financial report. This column indicates the total program expenditures prior to the quarter you are now reporting on.

Expenditures This Quarter (column labeled B): Enter all federal/state award and cash match/in-kind match expenditures made during this quarter by budget category.

Total Expenditures to Date (column labeled C): Add columns A and B across and enter the total in column C.

Balance: This amount should be the award amount less total expenditures located in column C.

Signatures: Both the designated Financial Officer and the Project Director must sign this report. Two original signed forms must be submitted to CDEM.

QUARTERLY REPORTS ARE DUE NO LATER THAN 30 DAYS AFTER THE END OF THE QUARTER.
FINAL REPORTS ARE DUE NO LATER THAN 45 DAYS AFTER THE END OF THE GRANT PERIOD.